



EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF GOODS AND SERVICES

1. About Spark Microgrants

Spark Microgrants is a nongovernmental organization that believes in a world where everyone lives with dignity and determines their positive future. Spark has pioneered a poverty alleviation model in East Africa that draws on the evidence from ultra-poor graduation and Community Driven Development approaches, known as the facilitated collective action process (FCAP). The FCAP combines a cash grant plus facilitated community meetings and training to catalyze improved livelihoods, stronger social cohesion, and greater gender equity. Spark is partnering with NGO and Government partners to scale adoption and impacts for rural communities - on their terms. Currently, we are working in Mzimba, Rumphu, Nkhosakota, Lilongwe, Phalombe and with the plan to expand to Kasungu and Zomba during the second half of 2025.

2. Description of Goods and Services

Spark Microgrants invites expressions of interest from prospective suppliers for the provision of goods and services in the following categories:

No	Category	Goods and Services
1	Accommodation	<ul style="list-style-type: none">Provision of accommodation in hotels or lodges.Provision of full meetings/conference/workshop facilities
2	Car Hire Services	<ul style="list-style-type: none">Provision of car hire services to hard-to-reach areas in the following districts: -Mzimba, Mzuzu, Rumphu, Kasungu, Salima, Nkhosakota, Lilongwe, Zomba, Liwonde, Mangochi, Blantyre, Mulanje and Phalombe.
3	Taxis	<ul style="list-style-type: none">Provision of taxi services for local running around Lilongwe City (prices should be quoted from Area 14)
4	Stationery	<ul style="list-style-type: none">Supply and delivery of office stationery (e.g. toners, papers, pens, notepads, flip charts etc.)
5	Printing Services	<ul style="list-style-type: none">Printing and delivery of booklets and other training materials.
		<ul style="list-style-type: none">Printing and delivery of branded materials (e.g. T-shirts, golf shirts, caps, notebooks, banners etc.)

3. Submission Requirements

The Applicant shall prepare the EOI and include all requirements mentioned below:

- Company Profile including Business Registration Certificate and other applicable certificates.
- Copy of valid Tax Clearance Certificate and Withholding Tax Exemption Certificate, if applicable.
- Articles of Incorporation, or equivalent document if applicant is not a corporation.
- Full contact details including telephone, physical address and email addresses.
- Names and contacts of **3 references** from reputable clients

4. Submission details

Expression of Interest including financial proposals, and clearly addressed to:

The Chairperson
Internal Procurement Committee
P.O. Box 30372
LILONGWE 3,

should be submitted via email only to info.malawi@sparkmicrogrants.org.

Deadline for receiving submissions is **Tuesday, 10th June, 2025 at 17:00hrs** Malawi time.

Any submission made later than this date and time will not be considered.